



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Courier
REPORTS TO: Director of Development

HOURS

Hours vary based on need with a guaranteed two dispatches per quarter. Most assignments must be completed during standard office hours.

TASKS

- Pick-up bulk mailings at the Center office and deliver mail bins to the post office
- Pick-up donations as necessary
- Deliver brochures to local businesses as requested
- Other deliveries and pick-ups as assigned

QUALIFICATIONS

- Valid driver's license and/or transportation
- A van or larger vehicle may be helpful

BENEFITS

- Flexible schedule
- Delight in the Lancaster County scenery
- Be a welcomed part of our organization